



**USAID**  
FROM THE AMERICAN PEOPLE

**UKRAINE**

**SOLICITATION NUMBER: 720-113-24-R-10002**

**ISSUANCE DATE: November 7, 2023**

**CLOSING DATE/TIME: November 28, 2023, at 11:59 p.m.  
Vilnius Time**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a Personal Service Contract (PSC), nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to [kvivvacancies@usaid.gov](mailto:kvivvacancies@usaid.gov).

Sincerely,

David Smale  
**Contracting Officer**

<b>Solicitations open to:</b>	<b>Lithuanian Nationals and non- Lithuanians with Legal Residence and Lithuanian Work Permit</b>
<b>Solicitation No.:</b>	<b>720-113-24-R-10002</b>
<b>Position Title:</b>	<b>Project Management Specialist (Economic Growth)</b>
<b>Issuance date:</b>	<b>November 7, 2023</b>
<b>Closing date and time:</b>	<b>November 28, 2023, at 11:59 p.m. Vilnius Time</b>
<b>Work hours:</b>	<b>40 hours (Full time)</b>
<b>Position Grade:</b>	<b>FSN-11</b>
<b>Market Value:</b>	<b>Basic Annual Rate (in Euro): €56,680 - €76,533</b> In accordance with <b>AIDAR Appendix J</b> and the Local Compensation Plan of U.S. Embassy Vilnius. Final compensation will be negotiated within the listed market value.
<b>Place of Performance:</b>	<b>Vilnius, Lithuania</b>
<b>Period of Performance:</b>	<b>Five-Year Period of Performance with possibility to renew in accordance with ADS 309:</b> - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. Start date is pending security and medical clearance approval.
<b>Security Level Required:</b>	<b>Facility Access</b>

#### **STATEMENT OF DUTIES:**

The Project Management Specialist (PMS) serves as USAID/Belarus' economic growth and private sector development technical expert. S/he manages economic and private sector growth development activities funded by USAID/Belarus, including their planning, budgeting, documentation, and evaluation. In collaboration with the USAID/Belarus Country Office Director and other technical staff, the incumbent contributes to the strategic direction of the economic growth portfolio, develops specific activities, defines objectives and desired results, and prepares resource requests. Under the direction of the Country Office Director, the PMS provides guidance to USAID's partners and activities operating in Belarus.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **Activity Planning and Management (50%)**

The PMS is responsible for operational management of the economic growth and private sector development activity portfolio, including budgeting and financial management of activity funds, performance monitoring, and reporting. To perform these functions, the PMS knows the principles and regulations established by the Agency for program and activity management, including the Automated Directives System on planning, budgeting, performance-based activity design and evaluation.

Under the direction of the Country Office Director, the PMS is responsible for developing and managing the Country Program budget for activities the incumbent manages, including:

- Designing of activities within the framework of the country program strategy and resource allocations, including cost estimates and procurement plans;
  - Recommending priorities for budgeted funds given country program performance objectives and current achievements of results;
  - Drafting documents required for activity approval (scopes of work, government estimate budgets, etc.);
- monitoring financial status of awards by reviewing current pipelines, accrued expenditures, and analyzing projected funding requirements, based on estimated costs and on spending rates of committed funds; recommending allocations of the Operating Year Budget and coordination with USAID/Ukraine & Belarus Regional Mission for timely commitment of activity funds;
- Providing technical and administrative oversight over USAID-funded activities; and
  - Maintaining official files on the activities the incumbent is directly responsible for.

### **Performance Management and Evaluation**

**(40%)**

Under the direction of the Country Office Director, the PMS communicates the USAID country strategy objectives in related areas and gives guidance to implementing partners (grantees, contractors, and other partners) as to the place of their activities in the overall country strategy, monitors achievement of activity results, and documents activity progress, or lack thereof, for further management decisions. In this capacity, the PMS will:

- Maintain direct communication with the implementing organizations and serve as a technical resource for the Country Office Director, USAID/Belarus team members, and the Regional Contracting Officer;
- Participate in the review and approval of the implementing partners' work plans and performance monitoring plans to ensure the activities are appropriately focused on USAID priorities and agreed upon results; monitor and document program performance by recipients of USAID funds, with a pre-approved Performance Monitoring and Evaluation Plan;
- Ensure timely submission of the required reporting documentation by the implementing organizations and analyze the reports for accuracy and consistency;
- Conduct site or field visits to ensure the quality of services provided by the implementing organization per an approved activity monitoring plan;
- Represent USAID at meetings, training seminars, conferences, and other activity-related events, and analyze and report on them to the Country Office Director and the USAID/Belarus team; and
- Monitor activity progress towards the specified results and ensure its accurate documentation.

As a part of the USAID/Belarus team, the PMS contributes to the development of the overall country strategy. As a development advisor to the Country Office Director, the PMS provides input into program design at the project and country levels, which includes performance management. As part of the technical team, the PMS will actively participate in:

- Defining country program and project objectives and desired results;
- Developing/refining the strategic results framework and performance management plan, including indicators;
- Evaluating program results against the strategy and objectives;
- Articulating the strategy and objectives to the implementing partners;
- Estimating resource requirements for future years, based on program plans and results; and
- Providing substantial technical input to the Country Office Director for the preparation of the annual Operation Plan and Performance Plan and Report, and for drafting other USAID and USG program documents.

**Sector Analysis and Advising****(10%)**

As the economic growth and private sector development advisor to the Country Office Director, the PMS monitors current events and developments in the environment, tracks changes in legislation, and brings them to the attention of the Country Office Director and broader team if relevant. The PMS provides the Country Office Director with advice on the economic effects of key domestic and regional political, economic, and social developments. As directed by the Country Office Director, participates in international donor coordination meetings, presents USAID's strategy and/or activity details to USG and external audiences, and coordinates, including logistical arrangements, program-related meetings. As directed by the Country Office Director, the PMS, in collaboration with appropriate USAID staff, may participate in the development or assessment of activities, especially in the economic and private sector growth sectors. The specific areas and responsibilities will depend upon the experience and training of the PMS. In general, development of select program activities will involve:

- Consultation with experts in the program area, and involvement of technical experts and resources available through USAID;
- Establishing sources of information for activity planning, baseline estimates of current conditions and measures of activity performance;
- Development of a new or updated activity strategy, based upon analysis of needs and opportunities in the program area, consistent with USAID program priorities;
- Maintaining knowledge of the state-of-the-art in the program area, through reading of publications, interaction with other professionals in the field, and participation in workshops and conferences, when possible; and involvement in the sector assessments or activity evaluations, as an expert in the respective area.

*The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

**Supervisory Relationship:** The PMS is directly supervised by the USAID/Belarus Office Director or the USAID/Belarus Office Director's designee.

**Supervisory Controls:** None

**PHYSICAL DEMANDS:** The work requested does not involve undue physical demand.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** Minimum of university degree with specialization appropriate for economic or social development is required.

**Work Experience:** Minimum of five years of increasing responsibility in administration of social and economic development programs, preferably in the private sector or with international donor agencies. Demonstrated capacity to effectively manage technical assistance projects. Understanding of the current trends and development needs of the Belarusian private sector development.

**Language Proficiency:** Both Level IV (fluent) English proficiency (reading, written, spoken) and Russian (reading, written, spoken) are required.

**EVALUATION AND SELECTION FACTORS:**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the Contracting Officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

**Selection Process and Basis of Evaluation:** Offerors who meet the minimum education and work experience qualification requirements will be further evaluated through review of the offeror's submitted required documents (see points below) and ranked based on the evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

**60 points – Knowledge:** Knowledge of project management principles as well as Belarus' current political, economic, social and cultural environment – especially issues related to economic growth and private sector development--is required.

**40 points – Skills and Abilities:** Strong written and verbal communication skills; well organized and a keen ability to prioritize tasks; strong interpersonal skills and demonstrated ability to work effectively as part of a team; openness and integrity in human relations; adeptness in managing multiple tasks; and perceptive judgment about the functions of people and institutions.

**TOTAL POSSIBLE POINTS: 100 points**

**HOW TO APPLY:**

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to [kyivvacancies@usaid.gov](mailto:kyivvacancies@usaid.gov) with **Subject line: PROJECT MANAGEMENT SPECIALIST (ECONOMIC GROWTH) (720-113-24-R-10002)**.

ANY/ALL application submissions received after the closing date will not be considered.

**REQUIRED DOCUMENTS:**

1. **Cover Letter:** A memo or email that outlines how your qualifications and experience meet the selection criteria.
2. **Application for Employment (DS-174):** The form can be downloaded from this link <https://efrms.state.gov/Forms/ds174.pdf>.

Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. **AND;**

3. **Current Resume/Curriculum Vitae (CV):** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

Note: Application language is English.

### **IMPORTANT:**

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

### **Note:**

- This vacancy is open to Lithuanian Nationals and non-Lithuanian with legal residence, and work permit.
- Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Offerors who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.
- Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents (passport, proof of residency or work permit) as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

### **BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

#### **BENEFITS**

Medical Benefits Provided by the Host Government: Eligible LE Staff receive medical benefits from the Local Social Security System.

- Retirement Benefits Paid by the Mission: The Mission does not have a directly paid retirement or end of service plan.

#### **ALLOWANCES (as applicable)**

Meal Allowances: All employees are eligible. Meal allowance will automatically be prorated based on the number of qualified hours. The amount of the allowance is Euro 306 per annum for all grades.

- Family Allowances: The Mission does not provide a family allowance, education benefits for employees' children, or any other family related benefits.

- Unique Conditions of Work Allowances/ Benefits: The Mission does not provide any Unique Conditions of Work Benefits based on conditions in Lithuania.
- Housing and Utility Allowance/Benefits: The Mission does not provide any housing or utility benefits.
- Other Allowances/Benefits: The Mission does not provide any other allowances.
- The Mission does not provide any transportation (commuting) benefits.

#### TAXES:

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

#### USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

**USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>

**Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

Pricing by line item is to be determined upon contract award as described below:

#### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: Agency/B Code: 797	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

**USAID Acquisition and Assistance Policy Directives (AAPD-20-08):** Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

**Ethical Conduct:** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

**PSC Ombudsman:**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

**FAR Provisions Incorporated by Reference**

**52.204-27** PROHIBITION ON A BYTEDANCE COVERED APPLICATION *JUN,2023*

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The U.S. Mission in Belarus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Belarus also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**